Budget : Being part of the Secretariat Administration Department, there is no separate budget for the Assam Secretariat Record Office and the expenditure is met from the Secretariat Budget. However, a provision of Rs. 1 Lakh was made on the plan side both for 1977-78 and 1978-79.

Building : The Archives has its own building but consequent upon creation of Meghalaya, out of the parent State of Assam, the building has fallen within the State of Meghalaya. A separate building at the State capital at Dispur is now under construction and archives will be shifted there as soon the construction is completed.

Record Management : During the period under review 'B' and 'C' class records were examined and of these 8.5 per cent papers were marked for retention. The guidelines laid down in the "Manual of Office Procedure" of the Government of Assam are followed while reviewing papers.

Research and Reference : During the period under report, 35 research scholars availed themselves of the research facilities. 119 records were requisitioned by the Government agencies, 5 by private agencies and 777 by research scholars.

Reference Media : Lists of Records i.e. A Hand Book of Old Records (Pre-1874) and amalgamated Indices upto 1949 (printed) and upto 1956 (typed) are available with the Department. Besides, a Descriptive List of Pre-1874 records is under preparation.

Publication Programme : No publication work has been taken up as yet.

Preservation of Records : During 1977-78, 1820 records were flattened, 380 records were repaired with Chiffon, 120 records were guarded and 90 records were bound.

Photo Duplication : The Department does not have any microfilming unit.

Library : 51 books were acquired during the period under report.

BIHAR
1976-77

Administration : The Bihar State Archives continued to be under the administrative control of the Cabinet Secretariat and Co-ordination Department and functioned as an attached office.

For the first time, the development of Archives has been included as a plan item in the Fifth Five Year Plan, 1974—79. Introduction of modern records management, their appraisal, scientific preservation, microfilming and photo duplication facilities, repair and rehabilitation are the chief objects of the development scheme.

A proposal for creation of 4 gazetted and 10 non-gazetted posts for effective functioning and co-ordination of all aspects of archival work was submitted to the Government of which seven non-gazetted posts have been sanctioned so far and appointments have been made on the sanctioned posts.

The State Government has also taken over Darbhanga Raj Archives, which will be known as Maharajadhiraj Rameshwer Singh Archives and work as a regional repository of the State Archives.

Budget : During the period under review a sum of Rs. 2,30,983 was spent on the non-plan side out of the budget provision of Rs. 2,66,000. On the plan side, a sum of Rs. 99,975 was spent out of the budget provision of Rs. 1,00,000. For 1977-78 a Budget provision of Rs. 2,94,000 is made on the non-plan side and on the plan side a provision of Rs. 1,50,000 is made. Out of this allocation Rs. 1,00,000 has been earmarked for continuing plan schemes and development of Darbhanga Archives. On the plan side a provision of Rs. 1,50,000 is made of which Rs. 50,000 is earmarked for tribal sub-plan for opening an Archives Centre in Chota-Nagpur.

Building : The State Archives has no separate building of its own.

Record Management : During the period under review records of Political (Special) Department (now called Home Department) were aprais-ed. Approximately four per cent of records were marked for retention. At present the guidelines laid down in the Bihar Records Manual are kept in sight while appraising the records.

Research and Reference : 32 Scholars availed themselves of the research facilities. A team of officers from the National Archives, New Delhi, working on the project 'Towards Freedom' visited Bihar Archives in November, 1976 and prepared an exhaustive list of documents relevant to their subject. 35 queries on records received from private agencies/indivi-duals were attended to and 317 records were requisitioned by Government Agencies and 1932 by Research Scholars.

Reference Media : The preparation of a press list of files of the Home Department (previously called Political Special) is in progress.

Publication Programme : The State Archives has taken up the project for printing of "Who's Who of Freedom Fighters Volume I".

Preservation of Records : During the period under review 1,146 records were flattened, 899 records were repaired, 3,356 pages were guarded and pasted while 676 volumes and files were bound.

Photo-Duplication : The Department has its own Microfilming Unit and during the period under review 1,124 pages were Xeroxed.

Library : 570 books were acquired.

Other Activities : The Director along with an Archivist visited the Sitaram Ashram, Bihta (Patna) which houses all the original records of Swami Sahajanand Saraswati, the great Kisan leader.

Archival records were displayed in exhibitions of the Indian History Congress held at Calicut in December, 1976 and of the Indian Historical Records Commission Session held at Mysore, in February, 1977.